



Job Opportunity

State Controller's Office

Position: Accountant Trainee

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: February 25, 2004

Final Filing Date: Until Filled

Contact/Telephone:

Sharon Noriega, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. All appointments are subject to the State Hiring Freeze.

*Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4179-XXX
Ref#0220-ACT1

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With close supervision provided by the Senior Accounting Officer (Supervisor), the Accountant Trainee, as a learner, will perform professional accounting work in the establishment and maintenance of revenue-generated accounts and financial records while receiving training; learn agency activities, and central fiscal control activities, for the Bureau of Unclaimed Property, Code of Civil Procedures (CCP) Section 1577 billing assessments.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Incumbent will perform these duties in a learning capacity, but are not limited to the following:

- Review assessments of the CCP Section 1577 interest program and exercise good judgment in order to rescind, amend or reaffirm an assessment.
- Interpret the Unclaimed Property Law and the Administrative Code to determine the proper accounting procedure to apply to the assessment process.
- Access accounts on the computer accounting system to determine if CCP Section 1577 assessments are required.
- To apply Electronic Data Processing (EDP)-related training and experience to provide an understanding of the Bureau's CCP Section 1577 automated assessment and accounting system, the Unclaimed Property Systems, and the Securities Asset Accounting System
- Ensure accuracy of the assessments and provide assessment information, such as number



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



of holders billed, total assessments, total assessments collected, assessments rescinded, assessments referred to the Legal Office for prosecution through the Small Claims Court process or referral to the Attorney General for further action.

- Develop new accounting procedures for the CCP Section 1577 Assessment Unit.
- Devise and implement internal control procedures to collect interest in relationship to enforcing CCP Section 1577 billing assessments pursuant to the State Administrative Manual.
- Assist in preparing discharge from accountability or legal action.
- Develop new accounting systems as it relates to the CCP Section 1577 assessment and collection of interest for the General Fund.
- Devise and implement accounting procedures for delinquent account receivable to ensure collection before the statutes of limitations has past and the receivable becomes uncollectible.
- Ensure funds are collected for each assessment and that each assessment is credited to the General Fund Account.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Collections

3301 C Street, Suite 712

Sacramento, CA 95816

Attn: Sharon Noriega

Ref# 0220-ACT1 (Candidate must indicate this Reference # on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678)